Bylaw of the Rotary Club of Meaford Inc.

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ARTICLE 1: Definitions

1.1 Executive: The club's officers and the Committee Chairs

1.2 Chairs: Chair of a club committee

1.3 Member: A member of the club, other than an honorary member

1.4 Quorum: The minimum number of participants who must be present when a vote is taken: one-half plus 1 of the club's members for club decisions and a majority of the chairs/officers for club executive decisions

1.5 RI: Rotary International

Year: The 12 month period beginning July 1st

ARTICLE 2: Executive

2.1 The governing body of this club is its executive, consisting of the president, immediate past president, president-elect, secretary, treasurer and Committee Chairs

ARTICLE 3: Elections and Terms of Office

3.1 One month before elections (see Article 5.1), the nominating committee, having received input from club members presents a potential slate of candidates for president elect, secretary, treasurer and any open committee chair positions to the members for their consideration

3.2 The candidate who receives the majority of the votes for each office is declared elected to that office (see Article 7)

3.3 If an officer or chair vacates his or her position the remaining executive members will appoint a replacement

3.4 If any officer-elect or chair-elect vacates a position, the remaining members of the executive-elect will appoint a replacement.

3.5 The terms of office for each role are:

President – one year
President-Elect – one year
Treasurer – indeterminate
Secretary – indeterminate
Committee Chair – indeterminate

ARTICLE 4: Duties of the Officers

4.1 The president presides at club and executive meetings, sets the annual goals and budget, meeting agendas and serves as the club spokesperson

4.2 The immediate past president serves as an executive member and establishes the slate of nominees for the annual meeting

4.3 The president-elect prepares for his/her year in office, serves as an executive member, chairs the Appeals Committee and presides at club and executive meetings when the president is absent

4.4 A Chair attends club and executive meetings and chairs their respective committees

4.5 The secretary keeps the records of membership, records the attendance at meetings, sends out notices of meetings of the club, executive and committees, records and preserves the minutes of such meetings, make the required reports to RI, including the semi-annual reports of membership, which shall be made to the general secretary of RI on January 1st and July 1st of each year, the monthly report of attendance at the club meetings, which shall be made to the district governor immediately following the last meeting of the month, and perform such other duties as usually pertain to the office of secretary.

4.6 The treasurer oversees all funds and provides a quarterly and annual accounting of them. Upon retirement from office the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts or any other club property.

ARTICLE 5: Meetings

5.1 An annual meeting of the club will be held no later than December 31st to elect the officers and directors who will serve for the next Rotary year.

5.2 The club meets three times a month on Mondays at 18:00 – 19:30, except for the first Monday of the month or Statutory holidays. Reasonable notice of any changes or cancellation of the regular meeting will be given to all club members.

5.3 Meeting minutes are distributed prior to the next meeting and are considered accepted if there are no objections via e-mail prior to that meeting or at that meeting.

5.4 Executive meetings are held quarterly at the call of the President. Special meetings of the Executive are called with reasonable notice by the president or upon the request of two officers or chairs.

ARTICLE 6: Dues

Annual dues are adjusted annually. They are paid to the Rotary Club of Meaford. Annual club dues include RI per capita dues, a subscription to an official magazine, district per capita dues, club dues and any other Rotary or district per capita assessment.

ARTICLE 7: Method of Voting

7.1 The business of this club is conducted by voice vote or a show of hands except in the election of officers and chairs, which is conducted by ballot. The executive may also provide a ballot for a vote on some resolutions.

7.2 Proxy votes are not accepted

7.3 Members joining the meeting through technology may vote through these technologies in real time.

ARTICLE 8: Committees

8.1Club committees coordinate their efforts to achieve the club's annual and long-term goals. Committees are listed in Article 11, Section 7 of the Meaford Rotary Club constitution.

8.2 The president is an ex-officio member of all committees and, as such, has all the privileges of membership.

8.3 Each committee's chair is responsible for the regular meetings and activities of the committee, supervises and coordinates its work, and reports to the executive on all committee activities.

ARTICLE 9: Finances

9.1 Before each fiscal year starts, the executive prepares an annual budget of estimated income and expenditures. The budget is reviewed and approved by the club.

9.2 The treasurer deposits club funds in the club bank account as determined by the executive divided into two accounts: one for club operations and one for service projects

9.3 Bills are paid by the treasurer or another authorized officer and approved by two officers or directors

9.4 A qualified person conducts a thorough review of all financial transactions.

9.5 Club members receive a quarterly report and an annual financial statement of the club

9.6 The fiscal year is from July 1st to June 30th

ARTICLE 10: Method of Electing Members

10.1 A member proposes a candidate for membership to the executive and/or the membership committee, or another club proposes one of its transferring or former members

10.2 The executive, with input from the general membership, approves or rejects the candidate's membership within 14 days and notifies the proposing member of its decision

10.3 If the executive approves the candidate's membership, the prospective member is invited to join the club

ARTICLE 11: Amendments

This bylaw may be amended at any regular club meeting. Changing the club bylaw requires sending written notice to each member 21 days before the meeting, having a quorum present for the vote, and having two-thirds of the votes support the change. Changes to this bylaw is consistent with the Standard Rotary Club Constitution, the RI Constitution and Bylaws, and the Rotary Code of Policies.

Approved, October 2019

____________________________________ President Sonja Glass

____________________________________ President-Elect Carol Norton

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Appendix 1 – Corporate and Couple Memberships

Corporate Membership in Rotary Club of Meaford

Corporate memberships invite corporations to participate in giving back to the community through the well-organized systems and structures of Rotary. Membership in Rotary offers an excellent vehicle for staff leadership development. The Club provides a medium to learn about community needs in a variety of areas and learn about and participate in fundraising and volunteering in ways that truly impact the community.

Why Become a Corporate Member?

Participation as an active member of the Rotary Club presents a number of advantages through an effective business partnership that includes:

- participation in a long-term service organization capable of assessing and responding to a diverse range of needs within the community;
- increased awareness of your corporation within the community through association with Rotary and the many programs that are supported by Rotary Club of Meaford;
- enhanced community exposure through the involvement of corporate leaders;
- immediate access to the Rotary charitable network;
- participation opportunities with Rotary hands-on projects; and
- membership in an organization dedicated to assisting and supporting community needs and activities.

Key Membership Criteria

- Your corporation will have **1** primary and 1 associate member; the associate member will be recommended to the club by the primary member
- Should a primary or associate member leave your corporation, the member may request to join the Club as an individual member.
- At any time, a Primary or Associate Corporate Member may convert their membership to "Regular" membership, and your corporation is free to replace that member as required.

Expectations of Corporate Members -- Primary and Associate

- Any or all Corporate Members may attend any meeting
- Corporate Members will be billed for all meals consumed
- Meeting absence notice (or extra guest notice) rules apply to Corporate Members as well -- if NO Corporate Member will attend, notice must be given to Club Membership Chair by the agreed deadline. If more than one Corporate Member (or other guests) will attend, notice must also be given.
- Annual Corporate Membership fees will be 1 ½ times the regular membership fee.

Corporate Membership Application

Please connect with us in person. or mail to:
Mail: Membership Chair, Rotary Club of Meaford, Box 3229, Meaford, ON N4L 1A1
Email: meafordrotaryclub@gmail.com

Corporate Information

Corporate Name:

____

Primary Business: ____

Corporate Address:

____

____

Postal Code: ______________________

Telephone: _________________________________ Fax: ____________________________________

Website: ____

Couple Memberships

Concept

- Couple Memberships provide an opportunity for *both* members of a couple to be actively engaged in Rotary without doubling the cost to belong.

Expectations of the Rotary Club of Meaford Couple Membership

- The cost of membership will be billed quarterly, consistent with regular membership. This includes club, district and Rotary International dues. The cost will be 1½ that of regular membership.
- Given that the Rotary Club of Meaford has historically been a 100% sustaining member club, the club will honour that commitment by making up the difference.
- The cost of meals will be separate.
- As will all members, couple members will be expected to inform the club if *neither* member or if *both* members will be attending an upcoming meeting (out of consideration for caterers).
- Both members of a couple will be full Meaford Rotary members.
- Both persons will be designated as full members and registered with RI and District 6330
- Either or both members of a couple are welcome to attend any given Meaford Rotary meeting, with the understanding that all meals eaten will be paid for.
- Both members will receive all club bulletins and other club communications.
- It is assumed that each Couple Membership will receive only 1 Rotarian magazine.
- Both couple members are encouraged to participate fully in other club activities such as, but not limited to fundraising, committees and leadership training.

Appendix 2 – Criteria for Appeals

Criteria for Appeals to Rotary Club of Meaford

4 Way Test

1. Is it the **Truth**
2. Is it **Fair** to all concerned
3. Will it build **Goodwill & Better Friendships**
4. Will it be **Beneficial** to all concerned

Criteria:

1. The request meets the Rotary 4 Way Test
2. Name of the person/group requesting help and contact details
3. Description of need
4. What are the goals of the project?
5. What is the project timeline?
6. How will the community as a whole benefit from the project?
7. What is the total budget for the project?
8. Which other organizations will be solicited to help/participate?
9. What is the cash amount being requested or other form of help being requested?
10. What are the success criteria (i.e. How will the success of the project be measured? (If applicable, how will the project be sustained?)

Meaford Rotary will give priority to projects which align with the 6 priorities established by Rotary International and/or the Rotary Club of Meaford Strategic Initiatives:

1. Maternal and Child Health
2. Economic and community development
3. Water and sanitation
4. Basic education and literacy
5. Disease prevention and treatment
6. Peace and conflict prevention/resolution

Activities NOT normally funded by Meaford Rotary include the following:

Intermediate Funding Agencies e.g. United Way, National Charities, Political Institutions, Requests from outside our Geographical area, Private Schooling, Individual Recreation requests, Ongoing Project Running Expenses, For Profit Organizations, High Risk Projects, Organizations/Projects that have received a grant in the past 2 years unless part of an agreed programme of support (i.e. School bursaries, Scarecrow Invasion, Hospital etc)

Individual requests will not normally be funded without a UNANIMOUS VOTE from the Executive Committee to override the policy.

Application for Funding from Rotary Club of Meaford

Guiding Principles adopted by Rotarians are summed up in the Rotary 4 Way Test

1. Is it the **Truth**
2. Is it **Fair** to all concerned
3. Will it build **Goodwill & Better Friendships**
4. Will it be **Beneficial** to all concerned

Introduction & Instructions

Through various fundraising initiatives organized each year in Meaford, the Rotary Club of Meaford is able to distribute funds to help support projects and organizations both within the community of Meaford as well as some International Projects.

The club would like to provide funds to community groups and organizations where the funds provided will make a meaningful impact and be of clear value to the beneficiaries.

Donation Request Form

Name of Organization ____

Contact Name and Address ____

____

____

E mail Address ____

Phone # ____

1. Does your organization have a Charitable Status Yes ____ No ____
   If yes – Charitable Organization Name ____
   CRA Charitable Number ____

2. Donation Request
   Cash – Amount _______________________

Prize – Value__________________________
Sponsorship Value ____________________
Scholarship Amount___________________
Volunteer Support ________________hours

3. Description of How Donation will be Used
____
____
____
____
____
____
____

4. Description of publicity or advertising that will promote Rotary and/or the donation
____
____
____

5. Describe the anticipated community benefit
____
____
____
____

6. How important would the funding be to this project and to your organization?
Total budget of the item/event where the donation would be used $_____________
Total annual fund-raising budget of your organization? $__________________

7. Does your organization receive funding from any governmental agencies or other service clubs?
Yes _______ No ________
If yes, please indicate the name of the governmental agencies and or other service clubs.
____
____

Date_________________________ Signature ____________________________________

Appendix 3 - Youth Protection Policy

The Rotary Club of Meaford has no specific youth or children programs run by the club. Youth and children may attend our fund raising/service activities but do so with their parent/guardian. In keeping with the District 6330 Child and Youth Protection Policy dated April 2018, we have undertaken the following steps to honour our obligation to provide a safe environment for vulnerable populations:

a) The club has an appointed Youth Protection Officer
b) The club will submit an annual compliance report to District 6330
c) New members to our club are asked to have a Criminal Records Check, inclusive of a Vulnerable Persons check
d) All members have will complete a Volunteer Application (Appendix B District 6330 Child and Youth Protection Policy) in advance of any significant participation in a 1:1 youth activity, which is to be filed with the local Rotary Club Secretary
e) For driving responsibilities, ensure that parental/guardian consent is obtained, and they are provided with specifics about the trip (eg. RYLA participants)
f) Complete the Rotary International training Protecting Youth Program Participants found in rotary.org
g) Meet Rotary International and District 6330 requirement that any Volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with children or youth in a Rotary context.
h) Any concern about potential harassment or harm to a youth involved in a Rotary initiative will be reported immediately to the District Youth Protection Officer for guidance

Appendix 4 – Investment Policy

THE ROTARY CLUB OF MEAFORD

Investment Policy Statement

PREPARED BY:

Investment Focus Group 2019

Approved by Rotary Club of Meaford Membership on November 25th, 2019

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Introduction

The Investment Policy is an attempt to express the club's investment objectives in a document that will guide the management of the portfolio. The Investment Policy provides the framework for managing the investment portfolio, including making decisions, reporting on progress and reviewing objectives in a timely and regular manner.

A key element of this Investment Policy is found in the Investment Solutions section. Over time, the Asset Allocation among the primary asset classes (cash reserves, fixed income, equities and alternative investments) and across geographic regions (domestic and global) will have the greatest impact on the likelihood of achieving the clubs' objectives at a level of risk that is acceptable to the board.

The Investment Policy should be reviewed annually to ensure that the needs of the club continue to be met.

History

The Rotary Club of Meaford Inc (Club) owns an affordable housing 32 Apartment complex on Nelson St. in Meaford. This asset was deeded by the Municipality of Meaford to the Club for $1 on January 2nd, 2000. A Reserve Fund of $68,000 was also transferred to the Club as part of the sale transaction.

In order to improve the product and increase occupancy, the Club commenced a renovation program in the spring of 2011. Since this time the apartment complex has been 95% occupied. Under the Purchase Agreement it was agreed if the complex was sold, the Club would receive 50% of the sale proceeds and the other 50% would go to the Meaford Hospital Foundation. A further agreement was put in place that stipulates that if a sale of the property occurs, that the monies spent on renovations to the complex would be returned to the Rotary Club of Meaford. The Club maintains a $70,000 Reserve Fund for major repairs. A "Red Line" of an additional $100,000 remains in place to cover any unforeseen major expenses.

Current State

The Rotary Club of Meaford receives and maintains a fund or funds and supports Community Service Projects, Educational Programs, Youth Initiatives and Rotary International projects. Currently the bulk of investable funds are in fixed income type investments, e.g. GIC's. In the current low interest rate environment, the returns on these investments are minimal. Part of the purpose of this investment policy is to devise a plan to increase the rate of return on the Club's investable assets at a level of risk that is acceptable to the Club.

Return Objectives / Expectations

The portfolio is to be constructed with a view to generating a certain level of income all the while allowing for long-term growth. Within this overall objective the portfolio should seek to earn total returns exceeding the rate of inflation over the long run if possible. Over the short-term and, in the intermediate term, the portfolio should provide the investor with income generated by the fixed-income portion of the portfolio.

Investor Profile / Risk Tolerance

The proposed asset allocation is best suited for a portfolio seeking income with some growth potential. The primary objective is income generation with a secondary focus on growth. The equity portion of the portfolio should enhance returns yet maintain purchasing power.

Time Horizon

This portfolio will be managed to specifically meet Liquidity requirements. Should there be a material change in the financial objectives, risk tolerance or financial circumstances, a review of this Investment Policy will be required. This may result in a revision of the investment solution.

Liquidity / Income Needs

Annual Income needs from these investments to the Club is currently estimated to be in the 5 – 7% range ($15,000-$20,000 annually). As this level of income is not achievable at the required risk in the current investment environment, appropriate liquidity must be maintained in order to supply 5-10% of the portfolio’s value at any given time.

Will be reviewed Income Needs Annually.

Legal and Regulatory Considerations

There are no legal or regulatory issues or restrictions that affect this portfolio, the income generated from the portfolio or the portfolio’s beneficiaries.

Tax Considerations

As it is a registered charity, the portfolio is not subject to taxation.

Unique Preferences and Circumstances

There are no additional considerations or restrictions on this portfolio.

Investment Solution

DISCRETIONARY ASSET ALLOCATION	LOWER	TARGET	UPPER
CASH AND EQUIVALENTS (Including T-bills)	**0%**	**5%**	**25%**
FIXED INCOME (Over One Year & Including Preferred shares)	**40%**	**50%**	**60%**
EQUITY (Including Income Trusts & Equity Linked Notes)	**35%**	**45%**	**55%**
ALTERNATIVE INVESTMENTS (Including Structured Notes)	**0%**	**0%**	**20%**

From time to time market fluctuations may cause the portfolio to be temporarily inconsistent with the asset allocation and/or the Investment Management Guidelines set out in this Investment Policy. When this occurs, the Investment Committee of the Club will realign the portfolio within a reasonable period of time on a best efforts' basis in accordance with this Policy.

Investment Management Guidelines for Discretionary Managed Accounts

1. No more than the greater of 10% of portfolio in any one security
2. Portfolio will remain diversified across multiple sectors
3. Majority of the equity holdings will be mid to large companies as measured by market capitalization
4. Majority of the fixed income portfolio will be invested in investment grade bonds at date of purchase. Maximum of 5% non-investment grade bonds is allowed, but the purchase of them directly is not.
5. The maximum amount allowable per investment grade non-government fixed income issue will be the greater of 10% of the portfolio or 15% of the fixed income portfolio.
6. An appropriate blended benchmark shall be selected by our Investment Committee to track investment performance.

7. Our investment decisions will be in keeping with the Four Way Test and the Chartered Financial Analyst Code of Ethics:
   - Act with integrity, competence, diligence, respect and in an ethical manner with the public, and colleagues in the investment profession, and other participants in the global capital markets.
   - Place the integrity of the club and its investment portfolio above our own personal interests.
   - Use reasonable care and exercise independent professional judgment when conducting investment analysis, making investment recommendations, taking investment actions, and engaging in other professional activities.
   - Practice and encourage others to practice in a professional and ethical manner that will reflect credit on themselves and the club.
   - Promote the integrity and viability of the global capital markets for the ultimate benefit of society.

Reporting and Reviewing

On a monthly basis the Foundation should receive a statement itemizing all transactions occurring over the course of the previous month. On a quarterly basis the club should receive a portfolio tabulation and on an annual basis we will conduct a comprehensive portfolio review including performance evaluation and a review of this Investment Policy to ensure it continues to meet the requirements.

Decision Making

All investment decisions will be made by the Investment Committee within the context of the Objectives, Asset Allocation Guidelines, and Investment Management Guidelines set out above. This Committee will be made up of five Meaford Rotarians including the Club Treasurer